

# GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT

## JOB DESCRIPTION

<b>Job Title:</b>	Human Resources Coordinator	<b>Exemption Status/Test:</b>	Exempt
<b>Reports to:</b>	Chief Human Resources Officer	<b>Pay Grade:</b>	Administrative 104 (226 Days)
<b>Dept./School:</b>	Human Resources	<b>Date Revised:</b>	8/31/2021

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### **Primary Purpose:**

Responsible for supporting the Chief Human Resources Officer (CHRO) in overall management of the district's human resources function. Supports the strategic planning and implementation of human resources programs to include professional, auxiliary and substitute staffing/recruitment, leave administration, performance appraisal, and employee relations. Implement legally sound and effective human resources management programs, policies, and practices.

### **Qualifications:**

#### **Education/Certification:**

Bachelor's degree in human resources, business administration, education, or equivalent

#### **Special Knowledge/Skills:**

Knowledge of selection, training, and supervision of personnel  
Knowledge of wage and salary, benefits, and performance appraisal administration  
Knowledge of general and education employment law and hearing procedures  
Ability to implement policy and procedures  
Ability to use software to develop spreadsheets, perform data analysis, and do word processing  
Ability to manage budget and personnel  
Excellent public relations, organizational, communication and interpersonal skills  
Ability to speak effectively before groups of employees, the school board, or other organizations  
Bilingual, preferred

#### **Experience:**

2 years of progressively responsible experience in human resources management or public-school administration

### **Major Responsibilities and Duties:**

#### **Human Resources Department Management**

1. Assist in implementing plan for addressing HR training needs throughout the school district and develop and plan training programs to meet the established needs. Oversee and implement both on-going and special interest training programs.
2. Assist in the day-to-day operations of the human resources department, including planning, development, coordination, and evaluation of operations and implementing department goals and objectives.

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3. Direct and coordinate employee performance appraisal system and ensure that supervisors have proper training. Assist supervisors and principals with employee counseling, improvement plans, and due-process procedures, where needed.
4. Assist with selection, training, supervision, and evaluation of HR staff and make sound recommendations relative to assignment, retention, discipline, and dismissal.
5. Ensure district compliance with federal and state laws and regulations.

### **Leave Administration**

6. Process all long-term absences according to established guidelines including determining eligibility for various leave programs (e.g., family medical leave and temporary disability leave) and providing employees with appropriate and timely notice.
7. Counsel with employees and supervisors concerning leave benefits and provide employees with accurate information related to absences such as deductions from pay, medical certification requirements, return-to-work dates, and fitness-for-duty requirements.
8. Work cooperatively with payroll department and benefits office to process and coordinate all employee leaves and absences, including those relating to workers' compensation claims.
9. Work with campus and departmental administrative staff to process daily absence reports.
10. Assist with employee orientation program and present information on leave benefits.

### **Employment**

11. Support efforts to work with principals and other administrators to forecast staffing needs and develop staffing plans. Develop and implement recruitment and retention strategies and a screening and selection process for all employees.
12. Work with principals and supervisors to identify and select personnel for all assignments. Screen and interview applicants and recommend candidates for final interview for hire.
13. Oversee the employment application and screening process, monitor for effectiveness, and make recommendations for changes as needed.
14. Ensure that all teachers are highly qualified and have the appropriate credentials for assignments.
15. Maintain a system for new employees to acquire appropriate information, mentoring, support, and training necessary for success on the job.
16. Coordinate and administer orientation programs for new employees and substitutes. Oversee the district's management, recruitment, discipline and dismissal of substitutes.
17. Identify optimum recruiting opportunities and coordinate and represent the district at key recruiting fairs and events.

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18. Develop and maintain active relationships with college and university career teacher preparation officials and placement offices, Regional Education Service Center staff, professional associations, and other recruiting resource organizations.
19. Oversee and manage the district's job descriptions and position reclassifications.
20. Coordinate the assignment of student teachers and staff from educator preparation programs.
21. Plan and coordinate annual district teacher and employee job fairs.
22. Oversee and manage the district's job postings and online interview platform.
23. Administer the employee transfer process.

### **Employee Relations**

24. Take a proactive role in identifying and responding to employee issues; work in collaboration with district leadership to ensure preemptive and effective employee communications.
25. Support administration of the employee grievance procedure adopted by the board. Assist CHRO with investigation, analysis, and decision-making process regarding personnel problems and/or other related policy issues.
26. Interpret policies and procedures and ensure support of directors, officers, employees and other government agencies on employment, record keeping, retirement, grievance and other personnel matters and procedures.
27. Coordinate communication and mediation processes for employee complaints, grievances, and concerns.
28. Conduct annual research regarding employee satisfaction, morale, and communications. Monitor employee retention and turnover through analysis of data and exit interviews. Coordinate effective districtwide employee recognition programs.
29. Update employee handbook and personnel directory annually and distribute to employees. Ensure procedures are followed to inform employees of personnel policies, procedures, and programs that affect them.
30. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, and community.

### **Records**

31. Maintain employee leave records, including confidential medical information in accordance with federal and state laws and regulations and district policies and procedures.
32. Support personnel records management and help ensure compliance with the state records management program.
33. Compile, maintain, and publish professional development and compliance training records.

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34. Compile, maintain, and file all reports, records, and other documents as required.

**Other**

- 35. Prepare and deliver written and oral presentations on HR and management issues to employees.
- 36. Attend board meetings in the absence of the Chief Human Resources Officer and make presentations as required.
- 37. Stay abreast of current research and best practices in human resources management and development in educational and non-education-related settings, and adjust plans, policies and procedures accordingly.
- 38. Ensure compliance with local, state and federal employment laws. Stay abreast of state and federal public policy changes that could impact the district.
- 39. Follow district safety protocols and emergency procedures.
- 40. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; frequent districtwide travel; occasional statewide travel and out-of-state travel

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_